VIRGINIA DEPARTMENT OF EDUCATION

PLUGGEDINVA
GRANT APPLICATION PACKET

2013-2014

VIRGINIA DEPARTMENT OF EDUCATION
DIVISION OF
TECHNOLOGY, CAREER & ADULT EDUCATION
OFFICE OF ADULT EDUCATION & LITERACY SERVICES

P.O. Box 2120
Richmond, VA 23218-2120

TABLE OF CONTENTS

GRANT REQUIREMENTS

GENERAL INFORMATION

PURPOSE

PluggedInVA is a career pathways program that provides motivated adult learners with a contextualized General Educational Development (GED®) curriculum integrated with industry-specific technical training as a means to develop essential workplace skills for entry-level jobs in targeted industries.

ADMINISTRATION

The Virginia Department of Education (VDOE), Office of Adult Education and Literacy (OAEL), administers the PluggedInVA grants. OAEL provides leadership and oversight to PluggedInVA programs and services in Virginia.

ELIGIBLE APPLICANTS

Eligible applicants for PluggedInVA grants are regional adult education programs funded by OAEL and local adult education programs that are members of a regional consortium funded by OAEL. The PluggedInVA program is supported with Virginia State Lottery funds. Under state law, the Lottery funds can be allocated to local school divisions only. Therefore, it will be necessary for community-based organizations and community colleges that operate regional or local adult education programs to partner with a school division in the region that will serve as fiscal agent for the PluggedInVA funds.

GRANT PERIOD

The grant period for this grant is nine months, beginning July 1, 2013, and ending May 31, 2014. Final reimbursement requests must be submitted no later than June 2, 2014.

OPERATIONAL GUIDANCE MANUAL

Eligible applicants should refer to the *Operational Guidance Manual for Virginia Adult Education and Literacy Programs*, effective March 1, 2009, for further descriptions of all applicable procedures required by the grant. When applicable, the appropriate section of the manual is identified in this application packet. The manual is located on the OAEL Web site at http://www.doe.virginia.gov/instruction/adulted/literacy/index.shtml.

DEADLINE FOR RECEIPT OF APPLICATION

The application materials (one original set and three copies) may be mailed, commercially delivered, or hand delivered to the appropriate address below. Applications must be received by OAEL no later than 2 p.m., Eastern Daylight Time, June 5, 2013. Faxed or e-mailed copies will not be accepted. Applications not meeting the delivery deadline will not be considered. The use of a commercial delivery service is recommended. Express deliveries must be mailed to our physical address.

Physical Address	Postal Mailing Address
Melissa Dixon, Finance Technical Assistant	Melissa Dixon, Finance Technical Assistant
Office of Adult Education and Literacy	Office of Adult Education and Literacy
James Monroe Building, 21st Floor,	Virginia Department of Education
101 North 14th Street	P.O. Box 2120
Richmond, VA 23219	Richmond, VA 23218-2120

APPLICATION COMPONENTS

Pursuant to Sections V.A.1 and V.A.2 of the *Operational Guidance Manual for Virginia Adult Education and Literacy Programs*, eligible applicants must submit, within the established deadline, a complete application in order to be considered for funding. The complete application instructions are included in this document. Each component of the application listed below is described in detail in this application packet on the pages indicated. A checklist to help ensure an accurate and complete application is included in the appendix, and it must be submitted along with the components described below.

- Funding Determination Checklist (page 11)
- Program plan narrative (page 11)
- Budget workbook (page 7)

INQUIRIES

For questions regarding programmatic processes or finance, please contact James André, specialist for federal programs, via e-mail at James.Andre@doe.virginia.gov or by telephone at (804) 371-7852.

COMMUNICATIONS

Pursuant to Sections VI.A.18-20 of the *Operational Guidance Manual for Virginia Adult Education and Literacy Programs*, the program manager or designee is required to provide appropriate contact information as identified on the contact information sheet and

must attend all OAEL meetings (whether held in face-to-face or electronic forums), including program manager meetings and conference calls.

By signing as program contact, the individual identified assumes responsibility for all program matters, including financial management.

PROGRAM PRIORITIES

Central to the PluggedInVA program is the Career Pathway Model targeting low-skilled and underserved populations who lack a high school credential. Priority outcomes of PluggedInVA are to prepare learners for employment in a variety of contexts as they complete their GED$^{®}$ credential, earn digital literacy skills credentials, soft skill certification, community college credits, a Career Readiness Certificate (CRC), and an industry recognized certification or license. A capstone project will complete the program.

ACTIVITIES

APPROVED ACTIVITIES

Eligible applicants should propose activities that integrate education and workforce training for low-skilled, low-wage adults and maintain fidelity to the PluggedInVA model.

UNAPPROVED ACTIVITIES

Pursuant to Sections VI.A.6 and VI.A.11 of the *Operational Guidance Manual for Virginia Adult Education and Literacy Programs*, grantees may not use funds to participate in, support, or encourage unapproved activities. Unless otherwise noted in the manual, unapproved activities include the following.

- Providing religious instruction, conducting worship services, or engaging in any form of proselytization
- Assisting, promoting, or deterring union organizing
- Financing, directly or indirectly, any activity designed to influence the outcome of an election to any public office
- Impairing existing contracts for services or collective bargaining agreements
- Paying directly for learner transportation and child care

PLUGGEDINVA MODEL

To maintain the integrity of the PluggedInVA program, the PluggedInVA model must be followed. By definition, PluggedInVA programs must include the following:

- A minimum of 12 transferable credits at a partnering postsecondary institution

- At least one industry-recognized credential or certificate

- Microsoft Digital Literacy Certificates (additional certificates are encouraged but not required; for more information, see http://www.microsoft.com/en-us/itacademy/default.aspx)

- GED ® credential preparation and completion

- Career Readiness Certificate (CRC) preparation and completion

- Active and consistent collaboration with local employers

- Utilization of the VCCS's Adult Career Coach program (for information about the program, see http://www.vccs.edu/WorkforceServices/CareerPathways/CareerCoaches/AdultCareerCoaches.aspx)

- Explicit incorporation of professional soft skills and 21st century skills into a contextualized curriculum that focuses on strengthening basic skills

- A rigorous capstone project that learners can later use as a portfolio piece to demonstrate mastery of basic computer skills, professional soft skills, and 21st century skills

More detailed information regarding the PluggedInVA model can be found in the *PluggedInVA Implementation Guide* at http://pluggedinva.com/resources.html.

ACCOUNTABILITY AND REPORTING

PROGRESS REPORTS

PluggedInVA grant recipients will submit to OAEL, at the end of the grant year, a comprehensive report outlining the outcomes of their efforts. These reports will be due on June 13, 2014.   It is imperative that grantees maintain updated NRS data, creating a cohort exclusively for the PluggedInVA program. In addition, the PluggedInVA state project manager will conduct periodic inquiries by telephone or face-to-face meetings.

ASSESSMENT AND GOAL SETTING

Pursuant to Section VI.A.9 of the *Operational Guidance Manual for Virginia Adult Education and Literacy Programs*, grant recipients must conduct activities in accordance with the policies outlined in the *Assessment Policy for Virginia Adult Education and Literacy Programs* and the *Goal-Setting Policy for Virginia Adult Education and Literacy Programs*, effective September 1, 2007, and the *Distance Education Policy for Virginia Adult Education and Literacy Programs,* effective July 1, 2010, and all subsequent updates or addenda to these policies. These policies are located on the OAEL Web site at http://www.doe.virginia.gov/instruction/adulted/index.shtml.

RETENTION OF RECORDS

Pursuant to Section VI.A.17 of the *Operational Guidance Manual for Virginia Adult Education and Literacy Programs*, grant recipients must maintain all records, including student and financial records, related to the grant for a period of five years after the ending date of the grant. These records must be accessible and available for monitoring and auditing purposes.

BUDGETS AND FINANCIAL REPORTING

FUNDS AVAILABILITY

OAEL will award grants based on the following funding structure.

> Implementation Grant – up to $50,000
> Maintenance Grant – up to $35,000

No match is required. See the proposal development section for the requirements for each category.

BUDGETS

Eligible applicants are responsible for developing budgets that accurately reflect the planned activities for the grant period. Only expenditures that support approved PluggedInVA activities may be budgeted. The budget workbook can be found on the OAEL Web site at http://www.doe.virginia.gov/instruction/adulted/grants_funding/index.shtml

<u>Budget Summary</u>
The eligible applicant must submit a budget summary that identifies the total expenditures. The budget summary sheet is part of the budget workbook, and it will automatically tally totals from the budget worksheets.

<u>Budget Worksheets</u>
The eligible applicant must submit detailed budget worksheets. The eligible applicant must identify the expenditures by line item within each object code, For example, if an eligible applicant plans to purchase GED® tests booklets, the line item must indicate GED® tests booklets and the total dollar amount planned for the expenditure.

<u>Object Codes and Descriptions</u>
The following list identifies categories and provides brief descriptions of the expenditure types within the category. The examples are not meant to be exhaustive.

- <u>1000-Personal Services</u>: All compensation provided for the direct labor of persons in employment of the eligible provider; salaries and wages paid to employees (full- and part-time, including overtime), shift differential, and similar compensation

- <u>2000-Employee Benefits</u>: Job-related benefits provided employees as part of their total compensation; benefits including the employer's portion of FICA, pensions, insurance (life, death, disability income, etc.), and employee allowances (Unemployment benefits may not be paid from these funds.)

- <u>3000-Purchased Services</u>: Services acquired from outside sources (e.g., private vendors, tuition, public authorities, or other governmental entities)

- <u>4000-Internal Services</u>: Charges from an internal service fund to other activities or elements of the local government (e.g., data processing, automotive/motor pool, central purchasing, or print shop)

- <u>5000-Other Charges</u>: Utilities, communications, insurance, leases/rentals, staff/consultant travel, indirect cost, or miscellaneous (Mileage, lodging, and meals will be limited to no more than the current state-approved rate.)

- <u>6000-Materials and Supplies</u>: Articles and commodities that are consumed or materially altered when used and minor equipment (less than $5,000 per unit) that is not capitalized

- 8000-Equipment: Computers and equipment valued at $5,000 or more per unit

EXPENDITURES

All expenditures must fall under the object codes identified in the budget. Expenses must pertain to a specific object code in order to be considered for reimbursement. Pursuant to Section V.E.1 of the *Operational Guidance Manual for Virginia Adult Education and Literacy Programs,* all expenditures must be allowable. Any program expenditure deemed not allowable may not be claimed for reimbursement and will be at the expense of the grantee. The grantee should contact OAEL about any questionable expenditure.

It is the responsibility of the recipient to maintain adequate liability coverage for the recipient, the employees, and the participants for both on-site and off-site activities.

Unallowable Expenditures
As described previously, funds may not be used to support any unapproved activities. Additionally, stipends, allowances, post-service benefits, or other financial support may not be paid to any staff, except as reimbursement for transportation, meals, and other reasonable out-of-pocket expenses directly related to program participation.

REQUESTS FOR REIMBURSEMENT AND TRANSFERS

Pursuant to Section V.F.1 of the *Operational Guidance Manual for Virginia Adult Education and Literacy Programs*, VDOE funds grant recipients on a cost-reimbursement basis only. All reimbursements and budget amendments must be submitted appropriately according to the procedures outlined in the Financial Management chapter of the manual.

CERTIFICATIONS AND COMPLIANCE

Pursuant to Section VI.A.7 of the *Operational Guidance Manual for Virginia Adult Education and Literacy Programs*, eligible applicants must certify, through official signature of the superintendent or designee, compliance with specific state and federal laws and/or regulations. This includes the PluggedInVA assurances form, which must be submitted with the application materials. Signatures indicate that the applicant agrees, if selected as a grant recipient, to fully comply with each assurance. It is the responsibility of the eligible applicant and grantee to be knowledgeable about applicable state and federal laws and regulations. The PluggedInVA assurances form is located on the OAEL Web site at http://www.doe.virginia.gov/instruction/adulted/grants_funding/index.shtml.

SPECIAL CONSIDERATIONS

1. OWNERSHIP OF INTELLECTUAL PROPERTY: All copyright and patent rights to all papers, reports, forms, materials, creations, or inventions created or developed in the performance of this grant/subgrant award ("the Intellectual Property") shall become the sole property of the Virginia Department of Education. The grantee hereby assigns to the Commonwealth exclusively all right, title, and interest in and to all rights in the Intellectual Property that the grantee/subgrantee may have or obtain, without further consideration, free from any claim, lien for balance due, or rights of retention thereto on the part of the grantee. The parties do not intend for and the grantee shall not be deemed to be a joint author or inventor of the Intellectual Property. Upon request, the grantee shall promptly provide any further acknowledgment or assignment in a tangible form satisfactory to the Virginia Department of Education to evidence the Virginia Department of Education's sole ownership of the Intellectual Property.

2. SUBCONTRACTS: No portion of the work shall be subcontracted/subawarded without prior written consent of the Department of Education. In the event that the grantee subcontracts/subawards any part of the work specified herein, the subcontractor/grantee shall include the "OWNERSHIP OF INTELLECTUAL PROPERTY" language above in the contract(s)/subaward(s) with the subcontractor(s)/grantee(s), shall remain fully liable and responsible for the work to be done by its subcontractor(s)/grantee(s), and shall assure compliance with all requirements of the grant.

3. GRANTEE RIGHTS TO USE MATERIALS: The grantee is hereby granted a royalty-free, non-exclusive and irrevocable license in perpetuity to reproduce, publish, or otherwise use the Intellectual Property produced by the grantee in performance of this agreement, and to use such Intellectual Property for noncommercial purposes and to authorize others to do the same.

TERMINATION OR SUSPENSION

Pursuant to Sections V.I.1, V.J.1, V.K.1, and V.L.2 of the *Operational Guidance Manual for Virginia Adult Education and Literacy Programs*, all funding is subject to the availability and appropriation of funds for the purpose of PluggedInVA programs. In emergency situations, VDOE may suspend a grant for not more than 30 calendar days. Examples of such situations may include, but are not limited to: serious risk to persons or property; violations of federal, state, or local criminal statutes; and material violations of the grant that are sufficiently serious that they outweigh the general policy in favor of advance notice and opportunity to show cause. Pursuant to 45 CFR 2540.400, VDOE may terminate reimbursement payments under the grant, or revoke grant funds for failure to comply with applicable provisions of this grant. VDOE shall provide the grantee reasonable notice and opportunity for a full and fair hearing within 60 days of receipt of such notice.

PROPOSAL DEVELOPMENT

Eligible applicants must develop a proposal that includes a program plan narrative and appropriate budget documents. Limit program plan narratives to no more than ten typed, double-spaced, single-sided pages. The narrative must address the applicant's collaboration with partners, planned outreach, and instruction through discussions of the following areas.

Funding Determination Checklist: To determine eligibility for implementation or maintenance funding, applicants must complete the Funding Determination Checklist. The checklist is not considered part of the application narrative but must accompany the application. Programs that are starting cohorts in industry sectors not addressed in previous cohorts may apply for implementation funding if they meet the checklist criteria. Programs that are continuing an existing cohort or wish to repeat a previously held industry-specific cohort may apply for maintenance funding if they meet the checklist criteria.

Statement of need: Using current facts and statistics, describe the need for a PluggedInVA program in your region.

Program goals, measurable objectives, and anticipated outcomes: Describe in measurable terms the goals of the PluggedInVA project and the objectives that support the attainment of those goals. Describe, as well, the anticipated outcomes of the project.

Program design: Based on the level of funding requested in your letter of intent, describe your proposed PluggedInVA project. At a minimum, the plan must include a description of the criteria for admission, program components, and instructional activities and curriculum. Programs must include a description of project partners and a schedule of instruction.

Program Evaluation: Explain your methods of monitoring and evaluating the proposed project to insure that you are meeting your program goals and objectives.

Budget and Budget Narrative: Include a discussion of the budget that clearly identifies and explains the proposed expenditures in the budget workbook.

The proposal must also contain a budget workbook that outlines by object code the proposed expenditures. The budget workbook may be downloaded from the OAEL Web site at http://www.doe.virginia.gov/instruction/adulted/grants_funding/index.shtml. The budget workbook is not included in the page count for the program plan narrative.

SUBMISSION GUIDELINES

- Submit application on 8-1/2 inch by 11-inch paper with a one-inch margin on all sides.
- A standard 12-point font, such as Times-New Roman or Arial, should be used for the program plan narrative, budget workbook and narrative, and appendix documents.
- Boldface type, underlining, and italics may be used. However, do not use color text.
- Place a page number at the bottom center of each page, starting with one, and number the pages consecutively throughout the document.
- Application materials should be organized and submitted in the following sequence.
    - **Application checklist**: In the appendix of this application packet
    - **Contact information sheet**: From the budget workbook
    - **Funding Determination Checklist**
    - **Program narrative**
    - **Budget summary:** From the budget workbook
    - **Budget worksheet(s)**: From the budget workbook
    - **Appendix**: e.g., signed state assurances and letters of commitment from partnering agencies and organizations

APPENDIX

APPLICATION CHECKLIST

All items in the application must be submitted in the order listed below.

Form/Document	Requirements	Total Pages	Completed	DOE Use Only
Application Checklist	This completed checklist verifying pages included	1	☐	
Contact Information	**Provide in Budget Workbook**	1	☐	
	Program management information *(Contact Information, Signature, and Date)*		☐	
	Fiscal preparation information *(Contact Information, Signature, and Date)*		☐	
	Data entry information *(Contact Information, Signature, and Date)*		☐	
Funding Determination Checklist	A completed checklist supporting the level of funding requested	3	☐	
Program Narrative	Description of planned program	10 (max.)	☐	
Budget Workbook		2	☐	
Assurances	State Assurances *(Printed Name, Signature, and Date)*	1	☐	